



Agenda

Combined Committee

Chair: Councillor Jacyno
Tuesday, July 15, 2025
Council Chambers
6:00 p.m.

(This meeting is live streamed on the [City's YouTube page](#) or it can be viewed on YourTV Community Channel 12)

1. **Land Acknowledgement**
2. **Call to Order**
3. **Disclosure of Pecuniary Interest & General Nature Thereof**
4. **Approval/Amendment of Meeting Agenda**
5. **Approval of Minutes**
 - a. Planning and Development Committee – June 3, 2025
 - b. Finance and Administration Committee – June 3, 2025
 - c. Parks and Recreation Committee – June 17, 2025
 - d. Operations Committee – May 20, 2025
 - e. Striking Committee – June 3, 2025
6. **Business Arising from Minutes**
7. **New Business**
 - a. PMC Chiller Installation – Director Durocher
 - b. Fleet Colour Change – Economic Development and Communications Officer Sutherland
 - c. CAO Update – July 2025
 - d. Removal of 1-Foot Reserve in front of 730 Cecelia Street – Director Sauriol
 - e. Building Permit Fee Background Report – Director Sauriol
 - f. Proposed Amendment to Parking By-law – Director Sauriol
 - g. ORT July Update and Fare Bundling – Treasurer/Deputy Clerk Lochtie
 - h. Forced Road Sidewalk Construction – Director Lewis
 - i. Dickson Street Watermain Replacement – Tender Contract No. 24-2928-01 – Director Lewis
 - j. Waste Management Curbside Collection Contract Extension – Director Lewis
8. **Adjournment**

Draft Planning & Development Committee Meeting

Council Chambers
Pembroke, Ontario
June 3, 2025
6:10 p.m.

1. Call to Order

Present:

Councillor Jacyno, Chair
Mayor Gervais
Deputy Mayor Abdallah
Councillor Kuehl
Councillor Lafreniere
Councillor Plummer
Councillor Purcell

Regrets:

Also, Present:

David Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Colleen Sauriol, Director of Planning, Building and By-law Enforcement

Councillor Jacyno called the meeting to order at 6:10 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interests declared.

3. Approval/Amendment of Meeting Agenda

Resolution: PD25-06-01

Moved by Councillor Purcell

Seconded by Councillor Kuehl

That the agenda of the Planning & Development Committee meeting of June 3, 2025, be adopted as circulated.

Carried

4. Approval of Minutes

a. Planning and Development Committee – May 6, 2025

Resolution: PD25-06-02

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the minutes of the May 6, 2025, meeting of the Planning and Development Committee be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Presentation and Delegations

a. Volunteer Recognition and Highlights

Cathy Hugli, Jay McLaren and Terry McCann of the Pembroke Horticultural Society were in attendance to speak to volunteer recognition. A discussion was held and the following points were raised:

- Suggestions from Mr. McCann included designating an annual volunteer recognition week; name a volunteer each month, proclaim a volunteer week each year, button for volunteers to wear and be recognized, fly a volunteer flag, annual volunteer appreciation get together where all volunteers can meet and collaborate, billboards or banners that says Pembroke thanks our volunteers, welcome to volunteer city billboard, Canada Day Celebrations opportunities to include a volunteer celebration
- In response, Council emphasized the importance of expressing gratitude to volunteers more frequently and openly.
- Council reaffirmed its commitment to supporting and recognizing volunteers.
- Council acknowledged the significant contributions of volunteers, highlighting that they accomplish things the City cannot do alone.
- A collaborative approach between the City and volunteer groups is essential for progress.
- The value and impact of volunteerism are fully recognized and appreciated by Council.

Resolution PD25-06-03

Moved By: Deputy Mayor Abdallah

Seconded By: Councillor Purcell

Be it Resolved That the Planning and Development Committee of the City of Pembroke formally acknowledges the important role Mr. Fred Blackstein has played in the community and encourages him to consider re-joining one or more of the City's volunteer groups in order to continue the good work he has done on behalf of the citizens of Pembroke.

Carried.

7. New Business

a. By-law Enforcement Request – 58 Pembroke Street West, 120 Lake Street, 120 Lake Street, 227 Lake Street & 128 Prince Street - Synercapital

Director Sauriol presented the report.

- Discussion over having delegated authority on parking ticket issuers be given to the Director of Planning, Building and By-Law Enforcement. Response indicated that ticket issuers must be appointed by by-law. If Council wishes to simply pass a by-law while having the delegated authority for the Director to determine eligibility and suitability for the appointee this can be done and notation/authority provided with reading of the by-law.
- Discussion over having an annual report on ticket issuers and number of tickets issued for information purposes. In addition, for the report to touch on process for the process for removing and or/ticketing vehicles in the off hours off by-law enforcement. Response included that the information can be included in the report outlining the request for delegation of authority over the above parking matters.

DIRECTION: Staff to bring forward a delegation of authority report to provide authority for staff to approve parking lot ticket issuers.

Resolution PD25-06-04

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Planning and Development Committee approve the addition of Jennifer Bayers to issue parking tickets at 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street, as presented.

Carried

9. Adjournment

Resolution PD25-06-05

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the Planning & Development Committee meeting of June 3, 2025, adjourn at 7:04 p.m.

Carried

Draft Finance and Administration Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
June 3, 2025
7:06 p.m.

1. Call to Order

Present:

Deputy Mayor Abdallah, Chair
Mayor Gervais
Councillor Jacyno
Councillor Kuehl (7:09 p.m.)
Councillor Lafreniere
Councillor Plummer
Councillor Purcell

Regrets:

Also Present:

Dave Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Scott Selle, Chief Pembroke Fire Department
Angela Lochtie, Treasurer/Deputy Clerk

Deputy Mayor Abdallah called the meeting to order at 7:06 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest declared.

3. Approval/Amendment of Meeting Agenda

Resolution FA25-06-01

Moved by Mayor Gervais

Seconded by Councillor Plummer

That the agenda of the Finance & Administration Committee meeting of June 3, 2025, be approved as circulated.

Carried

4. Approval of Minutes

a. Finance and Administration Committee – May 6, 2025

Resolution FA25-06-02

Moved by Councillor Plummer

Seconded by Councillor Purcell

That the minutes of the Finance and Administration Committee meeting of May 6, 2025, be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Presentations and Delegations

Councillor Kuehl entered council chambers at 7:09 p.m.

7. New Business**a. PFD Monthly Report – May 2025**

Chief Selle presented the information report. A discussion was held and the following points were raised:

- Question about how the fire department identified properties for fire inspection. Response included that currently the department focuses on larger unit buildings and working their way down. In addition, higher risk areas are explored, along with properties that are compliant driven as there is specific legislation requiring follow up on some of these matters. A more formalized approach is anticipated to be framework is being worked on for the future.

b. Provincial Dedicated Gas Tax Funds Agreement

Treasurer/Deputy Clerk Lochtie presented the report. A discussion was held, and the following points were raised:

- A question was raised regarding whether the amount received in the previous year was the same as the current year. It was confirmed that the amount remains unchanged from last year.

Resolution FA 25-06-03

Moved by Councillor Lafreniere

Seconded by Mayor Gervais

That the Finance and Administration Committee receive the presented Provincial Dedicated Gas Tax Funds Agreement for information, as presented.

Carried

8. Adjournment**Resolution: FA-25-06-04**

Moved by Mayor Gervais

Seconded by Councillor Lafreniere

That the Finance and Administration Committee meeting of June 3, 2025, adjourn at 7:40 p.m.

Carried

Draft Parks and Recreation Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
June 17, 2025
6:00 p.m.

1. Land Acknowledgement

2. Call to Order

Present:

Councillor Lafreniere, Chair
Mayor Gervais
Deputy Mayor Abdallah
Councillor Jacyno
Councillor Plummer
Councillor Purcell

Regrets:

Councillor Kuehl

Also Present:

David Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Jordan Durocher, Director of Parks and Recreation
Angela Lochtie, Treasurer/Deputy Clerk
Heather Sutherland, Economic Development and Information Officer

The Chair called the meeting to order at 6:00 p.m.

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interests disclosed.

4. Approval/Amendment of Meeting Agenda

Resolution PR 2025-06-01

Moved by Deputy Mayor Abdallah

Seconded by Councillor Jacyno

That the agenda of the Parks & Recreation Committee meeting of June 17, 2025, be approved as amended.

Carried

5. Approval of Minutes

- Parks & Recreation Committee – May 20, 2025

Resolution PR 2025-06-02

Moved by Councillor Purcell

Seconded by Councillor Plummer

That the minutes of the Parks & Recreation Committee meeting of May 20, 2025, be approved.

Carried

6. Business Arising from Minutes

There was no business arising from the minutes.

7. Presentation and Delegations**a. Strong Mayors Overview Presentation – John Mascarini**

- The presentation can be viewed in full on the City's YouTube channel with a start time of approximately 6:02 p.m.

8. New Business**a. Asset Naming Change – Jamie Bramburger**

Director Durocher presented the report.

Resolution PR 2025-06-03

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the Parks and Recreation Committee, approves the following:

1. That The Suite, located inside the Pembroke Memorial Centre be named after Jamie Bramburger and will be referred to as Jamie's Studio;
2. That Jamie's Studio will be continued for a rental basis during events and fees increases will remain consistent with all other recreation service increases and determined by Council;
3. That Jamie's Studio will replace The Suite in the Fees and Charges by-law 2025-24 Schedule D Recreation & Facility Fees.

Carried**b. ORTC Operational Policies**

Treasurer/Deputy Clerk presented the report. A discussion was held, and the following points were raised:

- Asked to review communication feedback from the public regarding review of the service so the community will have an option to provide feedback on the service. Response included a formal survey will be done to benchmark the service and how the
- Extended a thank you for the Treasurer for presenting the Accessibility Advisory committee and incorporating feedback from members into the report this evening
- Question regarding communication from service provider should an emergency occur. Response included that there is a radio available for drivers to dispatch as well as working cell phones for emergency services.
- Question regarding assigned staff in the policies, and who was assigned. It was responded that the Treasurer is the current staff lead for ORTC.

Resolution PR 2025-06-04

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the Parks and Recreation Committee approve the ORTC Operational Policies for passing at a future meeting of Council.

Carried

c. ORTC and Handi-Bus Operations Update

Treasurer/Deputy Clerk Lochtie presented the report. A discussion was held, and the following points were raised:

- Importance of collaboration and communication to meet legislative requirements for transportation

Resolution PR 2025-06-05

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the Parks and Recreation Committee directs staff to draft a contract amendment between the City and the Friends of the Disabled (Pembroke) Inc based on the recommendations provided in this report for passing at an upcoming meeting of Council, with topics to include:

- Service hour parity with the ORTC service including the notice period required for service hour changes.
- Fare parity with the ORTC service for service within the municipal boundary of Pembroke, with fare top-up funding provided on a quarterly basis based on actual Pembroke ridership.

Councillor Jacyno called for a recorded vote.

Yea: Mayor Gervais, Deputy Mayor Abdallah, Councillors, Jacyno, Lafreniere

Nea: Councillor Plummer

Absent: Councillor Kuehl

Carried 5:1

Resolution PR 2025-06-06

Moved by Councillor Jacyno

Seconded by Councillor Plummer

That Committee defer (postpone to a certain time) agenda items 8.e and 8.f to the July 15, 2025 meeting.

Defeated

d. 2026 Budget Timeline and Strong Mayor Powers

Treasurer/Deputy Clerk Lochtie presented the report. A discussion was held, and the following points were raised:

- Iterated that this process can change from year to year or council to council
- Staff advises to implement this element into the City's existing budget structure
- A detailed discussion on this matter can be found on the City's YouTube page starting at 7:58 p.m.
- The importance of council attendance at budget discussions

Resolution PR 2025-06-07

Moved by Deputy Mayor Abdallah

Seconded by Councillor Jacyno

That the Parks and Recreation Committee approve and adopt the 2026 budget schedule as presented.

Carried

e. Flexible Working Arrangement Policy

CAO Unrau presented the report. A discussion was held, and the following points were raised:

- The pilot project for flexible working arrangement was highlighted as a strategy to boost employee morale and attract and retain employees, in addition to staying on par with comparable employers in the region.
- A full overview of the discussion can be viewed on the City's website can be found on the City's YouTube page starting at approximately 8:10 p.m.
- Comments made around the positives around flexible working arrangements for employees.
- Program ensures that managers are checking in with employees to ensure working arrangements are suitable and productivity is adequate.
- Highlights around the annual review, refers to employees individually, and the plan overall.

Resolution PR 2025-06-08

Moved by Councillor Purcell

Seconded by Deputy Mayor Abdallah

That committee approve making the pilot project for flexible working arrangements for eligible City of Pembroke employees permanent (subject to annual review), as outlined in this report as presented.

Councillor Jacyno called for recorded vote.

Yea: Mayor Gervais, Deputy Mayor Abdallah, Councillors, Lafreniere, Plummer, Purcell

Nea:

Abstain: Councillor Jacyno

Absent: Councillor Kuehl

Carried 5:1

f. Human Resources Policies and Procedures Updates – Information Item

CAO Unrau presented the report.

g. Lands to Retain for City Use in TransCan Corporate Park

Economic Development and Information Officer Sutherland presented the report. A discussion was held, and the following points were raised:

- Questions surrounding the proposed use for the land to be held. Response included that there is potential for the Operations department to store fleet on the lands.
- Discussion over the pending SportsPlex project and consideration of blocking off potential lands for this. Response included that a report is expected this fall on the operations team.

Resolution PR 2025-06-09

Moved by Councillor Purcell

Seconded by Deputy Mayor Abdallah

That Committee direct staff to hold approximately 11 acres of land in the TransCan Corporate Park next to the current fire hall and Operations yard for future City growth and development., as presented.

Carried

9. Adjournment

Resolution PR 2025-06-10

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the June 17, 2025, meeting of the Parks & Recreation Committee adjourn at 8:32 p.m.

Carried

Operations Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
May 20, 2025
6:00 p.m.

1. Call to Order

Present:

Councillor Plummer, Chair
Mayor Gervais
Deputy Mayor Abdallah
Councillor Jacyno
Councillor Kuehl
Councillor Lafreniere
Councillor Purcell

Also Present:

David Unrau, Chief Administrative Officer/Deputy Clerk
Victoria Charbonneau, Municipal Clerk
Brian Lewis, Director of Operations

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interests declared.

3. Approval/Amendment of Meeting Agenda

Resolution OPS 25-05-01

Moved by Deputy Mayor Abdallah
Seconded by Councillor Purcell

That the agenda of the Operations Committee meeting of May 20, 2025, be approved as circulated.

Carried

4. Approval of Minutes

a. Operations Committee – April 15, 2025

Resolution OPS 25-05-02

Moved by Councillor Purcell
Seconded by Councillor Kuehl

That the minutes of the Operations Committee meeting of April 15, 2025, be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. New Business

a. Quotation Award – Diesel Plate Packer

Director Lewis presented the report. A discussion was held, and the following points were raised:

- Question if this was new to the municipality. It was responded that this is new as the equipment is of larger scale.

Resolution OPS 25-05-03

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the Operations Committee approve the purchase of a 850 lbs Diesel Plate Packer from Battlefield Equipment Rentals in the amount of \$17,075.00 plus HST, and that the budget shortfall of \$4,380.00 be funded from the surplus funds from the utility trailer budget in the Fleet Reserves, as presented.

Carried

- b. Water Purification Plant (WPP) Filters, Launderers and Under tile Drains Project – Additional Funding Flash Mixing System and Air Scour Blower

Director Lewis presented the report. A discussion was held, and the following points were raised:

- Question regarding the fact that this project did not come up in budget discussions and the end of February. Response including design completion was not completed until the end of March. Where the intended place of design installation the spot was not feasible after design work was completed. Combined with current market conditions the elevated price has ensued.

Resolution OPS 25-05-04

Moved by Mayor Gervais

Seconded by Councillor Purcell

That the City of Pembroke Operations Committee approve additional scope and expenditures to Anthratech Western Inc. (SWI), related to the jet mixing and air blower for the WPP Filters, Launderers and Under Tile Drains Project, and that the increase in costs be funded from the Water Filtration Plant Reserves, as presented.

Carried

7. Adjournment**Resolution OPS 25-05-05**

Moved by Deputy Mayor Abdallah

Seconded by Mayor Gervais

That the Operations Committee meeting of May 20, 2025, adjourn at 7:13 p.m.

Carried

Draft Striking Committee Meeting

Council Chambers
Pembroke, Ontario
June 3, 2025
7:54 p.m.

1. Call to Order

Present:

Mayor Gervais, Chair
Deputy Mayor Abdallah
Councillor Jacyno
Councillor Kuehl
Councillor Lafreniere
Councillor Plummer
Councillor Purcell

Also, Present:

David Unrau, Chief Administrative Officer/Deputy Clerk
Victoria Charbonneau, Municipal Clerk

Mayor Gervais called the meeting to order at 7:54 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no pecuniary interests declared.

3. Approval/Amendment of Meeting Agenda

Resolution: S25-06-01

Moved by Deputy Mayor Abdallah
Seconded by Councillor Plummer

That the agenda of the Striking Committee meeting of June 3, 2025, be approved as circulated.

Carried

4. Approval of Minutes

a. Striking Committee – March 4, 2025

Resolution: S25-06-02

Moved by Councillor Plummer
Seconded by Councillor Jacyno

That the minutes of the Striking Committee meeting of March 4, 2025 be approved as circulated.

Carried

5. Business Arising for Minutes

There was no business arising from the minutes.

6. Closed Session 7:56 p.m.**Resolution: S25-06-03**

Moved by Councillor Lafreniere

Seconded by Councillor Purcell

That this meeting become a closed meeting to discuss personal matters about identifiable individuals, including municipal or local board regarding member appointment to the Pembroke Anniversary Committee Section 239(2)(b) of the Municipal Act, 2001, as amended;

Carried

7. Business Arising from Closed Session 7:56 p.m.

The Chair indicated that a Striking Committee in Caucus was held to discuss personal matters about identifiable individuals to be appointed to the Pembroke Anniversary Committee.

The Chair indicated that there were no pecuniary interests declared and that a report concerning the individuals recommended for the appointment to the Pembroke Anniversary Committee be discussed as the next item in the open portion of Striking Committee meeting.

8. New Business

a. Member Appointment – Open Session: Pembroke Anniversary Committee
Clerk Charbonneau presented the report.

Resolution: S25-06-04

Moved by Councillor Purcell

Seconded by Councillor Lafreniere

That the City of Pembroke Striking Committee endorse and recommend to Council appointment of the following community members to the Anniversary Committee: Kali Carrol, Lindsay Hammel-McCann, Ross Hugli, Nancy Joyes, Marianne Pritchard-Taylor, Mital Vyas; and

That Councillor Kuehl, and Councillor Purcell be appointed as Council representatives to the Anniversary Committee; and

Furthermore, that the 200th Anniversary Committee Terms of Reference be approved in principle, as presented.

Carried

9. Adjournment**Resolution: S25-06-05**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Striking Committee meeting of June 3, 2025 adjourn at 8:01 p.m.

Carried



Committee Report

To:

Combined Committee

From:

Jordan Durocher
Parks and Recreation Department

Date:

2025-06-17

Subject :

PMC Chiller Installation

Recommendation:

That the Combined Committee approves the following;

That the shortfall of \$9,537.60 net HST rebate for the PMC Chiller Replacement Capital project be transferred from the Marina Attendant Building.

CAO Review:

I agree with the recommendation.

David Unrau, P.Eng., PMP

Financial Comment:

In the 2024 Capital Projects, the Parks & Recreation Department successfully awarded a tender for replacing a tube and shell chiller at the Pembroke Memorial Centre. The cost for the piece of equipment was \$41,450 plus applicable HST.

Plans were to tender the installation for 2025. The amount budgeted for this installation was \$36,000.00. The quotation came in at \$44,750.00 plus applicable HST, leaving a shortfall of \$9,537.60 net HST.

The project to replace the Marina Attendant Building will be conducted in collaboration with Algonquin College. The department schedules its budget for partnership projects a year in advance to align with Algonquin College's academic calendar and Carpentry program. The department intends to carry forward the remaining funds from the Marina Attendant Building project and incorporate the \$9,537.60 shortfall back into the project's allocation during the 2026 budget discussions.



Marsha Hawthorne
Purchasing Manager/Deputy Treasurer for:

Angela Lochtie
Treasurer/Deputy Clerk

Background:

The PMC chiller was installed in the year 2000. This tube and shell chiller is 25 years old. A typical lifespan of a chiller is approximately 20-25 years old.

Discussion:

The chiller is one of the most important pieces of equipment in our plant room, to perform quality ice for our users of the facility.

Since the Fernie BC tragedy in 2017, where three people tragically lost their lives, this tragedy has undoubtedly influenced the industry focus on ammonia refrigeration safety in Ontario. This has prompted increased scrutiny and a commitment to continuous improvement in the safety standards as ammonia leaks in arenas poses significant health and safety risks due to the toxic and corrosive nature of the gas for employees and the public.

Alternatives Considered:

The department had proactively split the costs of the chiller replacement over the span of two fiscal years, lessening the impact to the capital budget, despite the cost increases with the unit being purchased in 2024.

Strategic Plan Impact:

Overall infrastructure is in good condition (linear and facilities) with no unexpected major failures.

Attachments:

None.

Respectfully submitted,

Jordan Durocher
Parks and Recreation Department



Committee Report

To:

Combined Committee

From:

Heather Sutherland
Economic Development & Communications Officer

Date:

2025-07-15

Re:

Fleet Colour Change

Recommendation:

That the Combined Committee approve changing the City's fleet colour to white with vehicle wraps to best secure vehicles moving forward while maintaining brand consistency.

CAO Review:

The report has been reviewed, and I concur with the information and recommendation.

Financial Comment:

The cost of a partial vehicle wrap, according to quotes received, is around \$1,500 per vehicle. A partial wrap includes the doors, side panels of the bed of a truck, and the tailgate.

Marsha Hawthorne
Purchasing Manager/Deputy Treasurer for;

Angela Lochtie
Treasurer/Deputy Clerk

Background:

The City has had difficulty in purchasing blue trucks for our fleet, especially the dark blue to match the rest of the fleet. Other municipalities have encountered the same issue and are moving to a neutral-coloured vehicle with a wrap to ensure easier access to inventory of vehicles, and to maintain brand consistency across the fleet.

Discussion:

Staff recommend purchasing white trucks moving forward with a partial wrap that speaks to the City's brand.

The wrap will be finalized by staff, and follow this approximate design:



Ford F150 Crew Cab, 6.5ft Box

Moving in this direction could also lend itself to joint, bulk procurement with neighbouring municipalities who have also moved to neutral-coloured vehicles.

Strategic Plan Impact:

This decision will support the long-term financial planning strategic goal easing budget forecasting for fleet purchases knowing the better availability of white vehicles.

Attachments:

None.

Respectfully submitted,

Heather Sutherland
Economic Development & Communications Officer



Dave Unrau
Chief Administrative Officer/Clerk



Committee Report

To: Mayor Ron Gervais
Council

From: David Unrau
Chief Administrative Officer

Date: 2025-07-15

Subject : CAO Update on several initiatives

Recommendation:

This report is for information only.

CAO Review :

N/A

Financial Comment:

N/A

Background:

Substance abuse, including the opioid crisis, remains a growing concern in Canada. The link between mental health and substance use is significant, and the crisis is rooted in homelessness, poverty, untreated pain, trauma, mental illness, and the effects of colonialism on Indigenous Peoples. The headlines in all media sources are startling across the province, and Renfrew County is not immune.

These successes from Renfrew County solutions emphasize that we are making a difference to create a compassionate and collaborative community and combat the root causes, **however there is lots of work to be done**. There will be some duplication in the successes, but I thought it was important to include, since each group reports slightly differently.

**Mesa HART Hub:**

160 people with complex mental health and or substance use disorders who were not previously connected to any services, have rec'd over 3320 encounters with the Mesa outreach team, as well as connections and support with the following: Crisis intervention, stabilization, treatment, accommodations and connections to community-based programs.

Since its inception the Mesa team has built trust and connection with our regions highest risk population.

Some success stories that were shared by clients themselves, who are/were accessing the warming centre are impactful to share as well if you wish:

1. Female Age 52: "Amazing staff and support in the centre. Kind and generous people here. I came here as there was no affordable housing and became homeless without warning. Being a female, I feel safe here and without this place I don't know where I would be. I felt lost and now I have some direction to move forward. This place gives me hope. "
2. Male Age 63: Came in about 4 months ago due to medical issues and unable to work (lost job) and became homeless without warning. "I used the resources here at the centre and I now have affordable housing as I await medical treatment. I am grateful for the staff and supports at the centre. "

RCDDS:

1. Suspect Drug Toxicity Deaths have decreased from a historical high of 41 in 2023 to 29 in 2024 and 7 at the midway point of 2025. Any death related to a substance use medical emergency is one too many, but there's cautious optimism that new initiatives are having an impact.
2. Emergency department visits for opioid-related emergencies declined during every quarter of 2024. From a high of 37 between January and April to 4 between October and the end of December. There's cautious optimism that the hard work of local partners and implementing new programs are having an impact.
3. In 2024, local partners successfully applied for Substance Use and Addictions Program Funding from Health Canada for \$1.8 million to expand Renfrew County's Mobile Substance Use Services.
4. In 2025, local partners successfully applied for a three-year, \$6.3 million investment from the Government of Ontario to establish a Mesa Homelessness and Addiction Recovery Treatment (HART) Hub.
5. Since opening in 2021, the Renfrew County Youth Wellness Hubs has more than doubled the number of youth served year over year.
6. School-based partnerships with organizations like Addiction Treatment Services, Phoenix Centre for Children and Families, Renfrew County and District Health Unit, police services, and others offer preventative and educational programming. The addition of mental health and addiction treatment counsellors has broadened the scope of the programs and services being offered.



7. In 2024, peer support workers were welcomed to Pembroke Regional Hospital to support staff with consultation services related to addiction and substance use health cases.
8. In 2024, the Mesa Warming Centre had 83 total guests, 89% from Pembroke, 6% from other areas of the county, and 5% from outside the county.
9. In 2024, RCDHU doubled the number of partnering organizations distributing naloxone from 7 to 14. This resulted in 4,452 doses of naloxone being distributed, which was a 47% increase from 2023.
10. In 2024, RCDHU implemented an Outreach Team of Public Health Nurses to provide harm reduction and other public health services to people in high need and underserved areas of the county.
11. In 2024, RCDHU began offering fentanyl, xylazine, and benzodiazepine drug test strips to detect the presence of these potentially fatal contaminants in the drug supply.
12. In 2025, the City of Pembroke implemented Access E11 for community members to report community safety concerns, so they can be addressed. "Good Neighbour" contracts also became a new mechanism for improving social order, reducing stigma, and increasing community engagement.
13. In 2024, RCDHU's harm reduction program had a 168% return rate for needles and syringes. This means more needles were returned than distributed, keeping our communities safe.
14. In 2024, Upper Ottawa Valley OPP attended 39 drug possession-related calls and 28 drug trafficking calls in Pembroke. 12% were in the downtown core.

OPP Community Services:

Crime Stoppers – UOV Crimestoppers is one of the most active in East Region – Tips regularly get sent into the Detachment through this program which led to several successful prosecutions.

Annual Kids and Cops Fishing Derby – July 12, 2025, Children will join local Ontario Provincial Police (OPP) officers to go fishing from 9:00 a.m. until 12:00 noon along the shores of the Ottawa River at the Pembroke Waterfront Park. Free to children 12 and under, the catch and release derby will feature giveaways and prizes for the largest fish caught in various age categories. Young anglers are asked to bring their own rods, reels, and bait as well as an adult buddy. Registration will take place at the Pembroke Waterfront Park on the day of the derby starting at 8:30 a.m. There is no pre-registration, and entries will be capped at 100 youth.

Special Olympics – Officers participated in the special Olympics torch run for Pembroke and have attended various events such as participating in two basketball games.

Members always attend PRIDE events within the City.



Officers were heavily engaged with the Christmas Day Parade. Members also participated in Stuff the Cruiser events – which raised 3600 in cash and thousands in food donations, this has been ongoing for the last 15 years.

Members of the Detachment members participated in the Diversity and Inclusion Chilli Fundraiser which raised over \$3800.00 which was donated to the Warming Centre.

Remembrance Day – Officers attend and ensure traffic control to ensure people are safe.

Officers attend and participate in the Community Watch meetings.

Our Community Engagement officer has been involved in 81 events within the City of Pembroke – ranging in activities such as Safe School presentations, attending various community meetings, going to schools, and doing career fairs, providing presentations to seniors regarding frauds etc.

Discussion:

The City of Pembroke leadership (elected officials and staff) sit at each of the tables to support and provide resources as needed for these important initiatives for our community. The most remarkable element is that each of these initiatives work in collaboration with each other to have an even stronger impact in the overall outcomes.

In addition, to support at a local level we continue to advocate to the province for additional tools and support to combat these issues.

RCDHU and RCDDS

In April of 2025 the RCDDS was unveiled which is a comprehensive plan to reduce the harms related to substance use in the region. The vision is that *Renfrew County and District is a community that is compassionate and inclusive that works collaboratively to reduce and eliminate the harms associated with substance use, which will improve the safety, health and well-being of all individuals.*

The RCDDS outlines 25 priorities and recommendations across four (4) key areas: prevention, harm reduction, treatment and community safety. www.rdhu.com/rcdds/

The RCDDS is one initiative under their Health Promotion pillar of RCDHU. Healthy Babies, Healthy Children (HBHC) Program is an early intervention, voluntary program with the goal of optimizing growth and development and reducing health inequalities for families. Strengthening Families Program (SFP) is an evidence-based, family skills training program that is recognized both nationally and internationally. Parents and youth attend weekly SFP skills classes together, learning parenting skills and youth like and refusal skills.



Mental Health Court (MHC) – Court Diversion

The Provincial Human Services and Justice Coordinating Committee (HSJCC) with support from the Canadian Mental Health Association Ontario (CMHA) introduced MHC. The main objective is to smooth the process of dealing with and resolving criminal charges for those accused individuals who are dealing with mental health issues.

MHC is held at the Pembroke (Renfrew County) Court every Thursday starting at 1:30pm. A local judge (currently Judge Richardson) is supported by the crown, three (3) mental health workers and one (1) addiction support worker from Pembroke Regional Hospital (PRH) Mental Health Services and a member of Probation and Parole. Their dedicated work can help individuals with:

- Diversion planning services
- Opportunity to have criminal charges stayed by the Crown
- Short- and long-term support in the recovery to prevent relapses
- Support planning for victim compensation and damage repair
- Community reintegration

Evidence has shown that an effective and efficient MHC can:

- Decrease the recidivism rates for mentally ill patients
- Address and improve the quality of life and health outcomes of mentally ill offenders, and
- Reduce regular court and other criminal justice costs.

Mesa HART Hub

Molly Fulton (mesa HART Hub Lead) and Tara Edeh (mesa HART Hub Site Manager) have been hired as full-time management resources. They are supported by the County of Renfrew CAO, Craig Kelley and Andrea Patrick, County of Renfrew, Director of Community Services.

Michaela Kuno is the lead for the City of Pembroke and liaisons with Stephanie Rose from the Paramedics services on operational issues and concerns (Stephanie is the mesa team point person).

- Molly and Tara will be the main point of contacts for administrative issues and anything directly related to the mesa HART Hub Intake Center.
- On day 2 of them taking on their new roles, Tara met with all the immediate neighbours and business owners including the Mission, Ashes Family Restaurant and Davies Family Law. Items discussed were:
 - Current issues
 - Tara would be the contact for any further concerns or challenges
 - Immediate contact the center if there are challenges
 - More cameras will be installed
 - Security will be hired between the hours of 8pm and 6am and during the day staff will also be patrolling the area wearing vests as identifiers.



- There will be some additional renovations occurring and as of July 1st the hours will change to accommodate the renovations. The intake center will always have staff members available to redirect guests, but no guests will be admitted during the normal daytime hours.
- The province has not finalized the funding agreement, so the other phases of the mesa HART Hub are in planning phases only. It is anticipated that the Transitional Housing phase will open in late August or early September due to the delay in finalizing the funding agreement and human resources.
- As noted, there will be more individuals living rough during the summer months because they cannot follow the social contract or personal needs. It should be noted that mesa Outreach lead by Stephanie Rose in conjunction with Tara will continue to engage with these individuals. An example of this ongoing support is a couple that are currently living in a tent along the Algonquin Trail, an action plan has been created to support their reintegration between themselves, mesa Outreach and mesa HART Hub Intake Center, however the individuals must take the next steps in completing the items within the action plan. mesa Outreach will continue to support and check in.
- An open house will be scheduled after the renovations have been completed.

OPP Operations

Officers have responded to over 5000 calls for service in the first 6 months of this year. This ranges from simple calls for service to complex criminal and drug investigations.

Officers regularly conducting RIDE checks within the City of Pembroke and have charged 22 people just within the city with impaired driving.

MCRT officers are very active within the city. They are regular partnered with a clinician to intervene when people are in crisis, members of MCRT will often provide resources to people to prevent them from getting to a place of crisis.

Foot patrols – officers have been doing foot patrols in the downtown area.

There has been a reduction of overdoses within the city because of the efforts of the MCRTs, and mesa teams.

Members have been making efforts to patrol the Parks. In March 2025- members stopped one MSV resulting in 18 charges alone.

Recently members of the Community Street Crime Unit (CSCU) completed a drug trafficking project where 31 individuals were charged with trafficking controlled substances within the City of Pembroke. This was several months of work which concluded in early June of



2025. Firearms and drugs were removed from the streets of Pembroke because of the actions of our officers.

Officers continue to do Operation Decibel; as well as conduct focus Patrols to address several issues within the community.

City of Pembroke Bylaw Enforcement:

Encampment Response: The Bylaw Department frequently encounters “encampments” or temporary shelters, often associated with individuals experiencing homelessness, substance use and mental health challenges. We work collaboratively with the Ontario Provincial Police, Renfrew County, MESA Team and the HART Hub staff to address these situations.

Community Safety & Social Order Enforcement: The Bylaw Department continues to respond to complaints related to noise, loitering, property standards and other social order issues – many of which are connected to substance use.

The goal of enforcement is compliance, and a recent example of their collaborative and compassionate approach illustrates this goal. A property standard complaint was initiated with respect to hoarding. OPP Mobile Crisis Unit knew the individual and were able to provide some background on the individual and some barriers that might be preventing compliance. There is a plan in place for compliance. In addition, officers will attend in the future where mental health and occupant safety are concerns.

Alternatives Considered:

None

Strategic Plan Impact:

Aligns with the underlying principles of Develop and Maintain Critical Partnerships as well as Recognizing Equity, Diversity and Inclusion.

Attachments:

None

Respectfully submitted,

David Unrau
Chief Administrative Officer



Committee Report

To:

Combined Committee

From:

Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

Date:

2025-07-15

Subject:

Removal of 1-Foot Reserve in front of 730 Cecelia Street

Recommendation:

That the Combined Committee approve lifting of the 1-foot reserve in front of 730 Cecelia Street so that the owner can have access to their property from Cecelia Street; and

Furthermore, that the City of Pembroke retain ownership of this section of land.

CAO Review:

I agree with the recommendation.

David Unrau, P.Eng., PMP

Financial Comment:

There will be no legal costs to the City to survey and remove the one-foot reserve from title. The owner of 730 Cecelia Street, Mr. Menard, has agreed to pay for these costs.

Marsha Hawthorne
Purchasing Manager/Deputy Treasurer for:

Angela Lochtie
Treasurer/Deputy Clerk

Background:

Jacob Menard has recently purchased the Garden Street parkette, municipally known as 730 Cecelia Street. According to the submitted site plan with Mr. Menard's zoning by-law amendment application, he proposes the construction of a sixplex (6 dwelling units) on the property.



The property was rezoned in April of 2025 by By-law 2025-39 to a “Residential Type-3-48 – R3-48” zone to allow for a dwelling house containing a maximum of six units. A by-law (By-law 2025-47) was passed in May 2025 authorizing the sale of 730 Cecelia Street to Mr. Menard. All requirements of the City’s Sale and Disposition of Land Policy were met in respect to this sale.

Discussion:

During the title search for the sale, it was noted there is a 1-foot reserve along the Cecelia Street road allowance (the location is shown in blue on the attached plan). A 1-foot (0.3 metre) reserve is a strip of land that measures approximately 1-foot (0.3 meters) in width. The purpose of a one-foot reserve is to control development by restricting access until all servicing, draft conditions and financial obligations are met by the developer. A one-foot reserve serves as a planning tool to regulate land development and ensure compliance with legal requirements while controlling access and development timelines.

According to the site plan provided at the rezoning public meetings, access to 730 Cecelia Street was shown from Cecelia Street and not from Market or Garden Streets. The proposed site plan shows ten (10) standard spaces being accommodated in a parking area on the property, exceeding the required number of parking spaces by one (1). Section 3.29(8) requires that a parking area providing more than four (4) off-street parking spaces shall have a buffer strip of 9.84ft where it abuts a residential zone and a buffer strip of 3.28ft where it abuts a street. Mr. Menard’s site plan shows these requirements being exceeded, with 10ft buffer zones to both the abutting residential zone and the abutting street. All applicable parking requirements, including number of spaces, size of spaces, access driveways, and buffer strips are shown to be met based on the access to the property being from Cecelia Street. Accessing the property from Cecelia Street will ensure that no additional traffic would be added to Garden and Market Streets. The neighbouring residents who attending the public meetings were assured access would be from Cecelia Street.

Therefore, the 1-foot reserve must be removed from title in front of 730 Cecelia Street. The developer, Mr. Menard, has agreed to obtain a survey, at his cost. Should Committee agree to lift this section of the 1-foot reserve, this will provide Mr. Menard access to the property from Cecelia Street. Once the survey is provided, the City would have to pass a by-law to lift the one-foot reserve from title but the City would retain ownership of this strip of land. The Operations Department has reviewed this request and wishes to retain ownership of the land in the 1-foot reserve.

Therefore, this is a housekeeping item to ensure access to 730 Cecelia Street is from Cecelia Street and not Market or Garden Streets as this was the plan presented to the neighbouring residents. Once the survey is completed, an updated report will be provided to Committee and a by-law lifting the 1-foot reserve will be before Council.

**Alternatives Considered:**

Alternative considered were as follows:

- 1) Keep 1-foot reserve intact and allow for access off Market and Garden Streets
- 2) Lift the 1-foot reserve and allow access to 730 Cecelia Street from Cecelia Street.

Staff is recommending the second option as this was the site plan that was presented to the neighbourhood and Council. The neighbourhood was satisfied with the access from Cecelia Street and based on this Council passed the rezoning to allow a 6-plex.

Strategic Plan Impact:

N/A

Attachments:

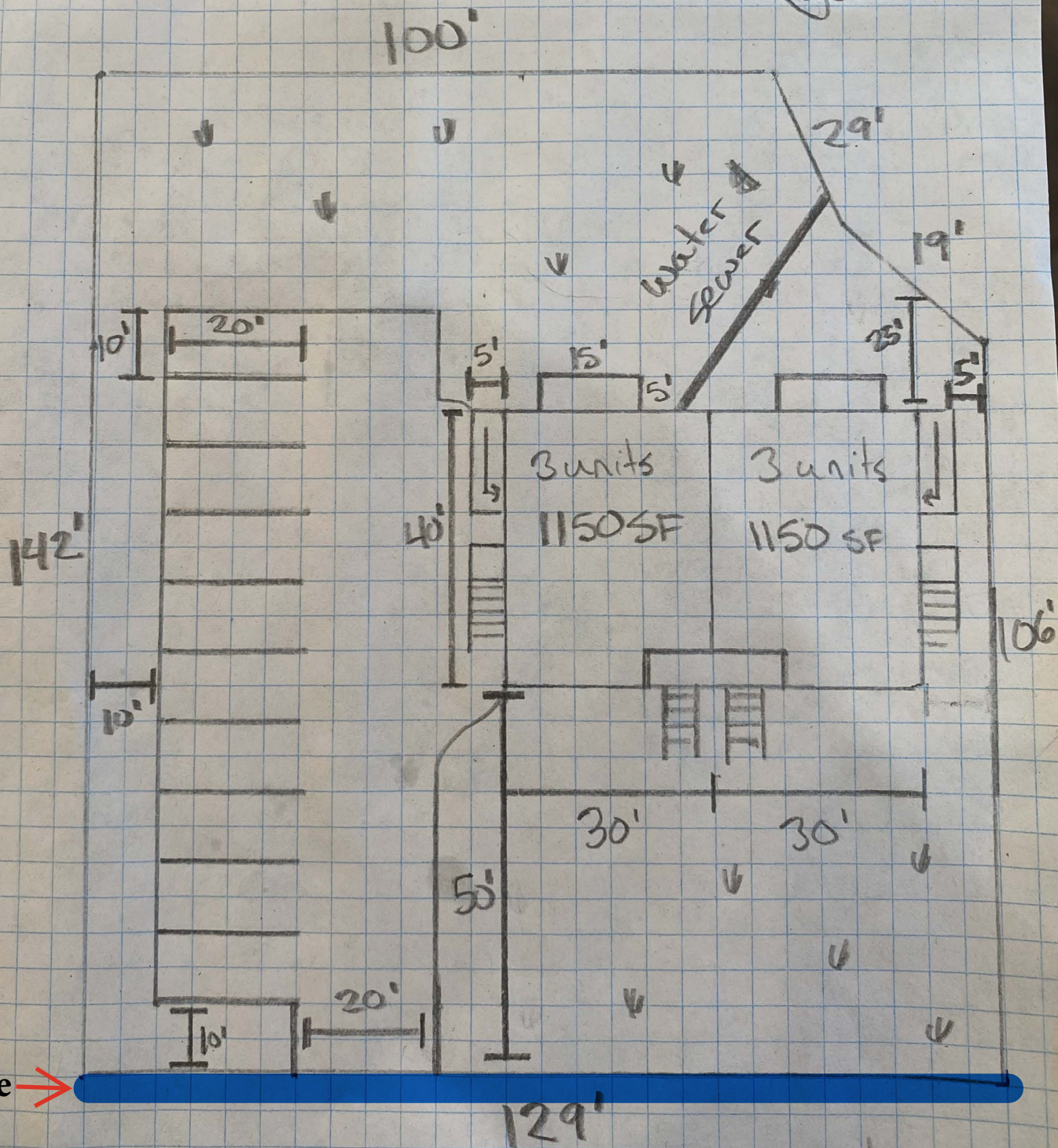
730 Cecelia Street site plan

Respectfully submitted,

Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

Garden St Lot

Water &
sewer on
Garden



Frontage on Cecilia



Committee Report

To: Choose an item.
Combined Committee

From: Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

Date: 2025-07-15

Subject : Building Permit Fee Background Report

Recommendation:

That the Combined Committee direct staff to proceed to a public meeting regarding building permit fees.

CAO Review :

I agree with the recommendation.

David Unrau, P.Eng., PMP

Financial Comment:

A financial report will be included in the background report. The report will be available at the Public Meeting and on the City's website.

Marsha Hawthorne
Purchasing Manager/Deputy Treasurer for:

Angela Lochtie
Treasurer/Deputy Clerk

Background:

As part of Council direction from the 2025 budget meetings, staff is in the process of completing a new Building Permit Fee Review Study. The previous building permit fee review was done in 2017. The Act allows that all costs associated with the enforcement of the Ontario Building Code Act are recovered from building permit fees. There should be no tax levy impact to taxpayers. In 2024, there was a cost of \$85,413 to the taxpayers to carry out the work required by the Building Department.



Construction activity can be highly cyclical and building operations do not have sufficient elasticity to adjust operation expenditures to quickly align with the fluctuations in building activity. Therefore, the Building Code Act allows municipalities to establish a Building Reserve Fund. Presently the City has a reserve fund but it has only \$8,492 as of December 31, 2024.

Discussion:

This study has reviewed the current fees in the City's Building Department and a background report has been created to provide the following information:

- An estimate of the costs to administer and enforce the Building Code Act
- The existing building permit fees as well as the proposed building permit fees
- The rationale for imposing or changing the fee

Section (2) of the Building Code Act states the total amount of fees must not exceed the anticipated reasonable costs to administer and enforce this act in its area of jurisdiction. Municipalities are expected to calculate both the direct and indirect costs of administration and enforcement of the Act.

Section 7(6) of the Building Code Act requires notice and a public meeting if changes are proposed to any fee. A public meeting will be scheduled for September 2, 2025. Upon completion of a public meeting for proposed changes, staff will report back to Committee with the comments received from the public meeting participants.

Alternatives Considered:

Options will be provided in the next report to Committee.

Strategic Plan Impact:

The City's Strategic Plan's vision is to have an organization that is sustainable from a financial perspective.

Attachments:

Respectfully submitted,

Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department



Committee Report

To:

Combined Committee

From:

Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

Date:

2025-07-15

Subject :

Proposed Amendments to Parking By-law

Recommendation:

That the Combined Committee endorse and recommend to Council amendment of the Parking By-law to include a “No Parking during Winter months” zone on Douglas Street, both sides, between Lea Street and Boundary Road; and

Furthermore, that the Parking By-law be amended to remove the section that prohibits parking across from a private driveway or public lane.

CAO Review :

I agree with the recommendation.

David Unrau, P.Eng., PMP

Financial Comment:

The cost of signage for the purchase and installation of 4 signs along Douglas Street is approximately \$800. This amount has been budgeted in the By-law Enforcement budget.

There is no financial impact by removing the prohibition of parking across from a driveway.

Marsha Hawthorne
Purchasing Manager/Deputy Treasurer for:

Angela Lochtie
Treasurer/Deputy Clerk



Background:

Concerns from residents/motorists have been received regarding two areas of the Parking By-law:

- 1) Visibility issues caused by parked vehicles on Douglas Street between Lea Street and Boundary Road; and
- 2) Issues of vehicles parked across from a driveway.

Discussion:

Concerns have been expressed to the Planning Department from four property owners along Douglas Street about vehicles parking on the boulevards on both sides of Douglas Street between Lea Street and Boundary Road. According to the attached petition, the four property owners, that are located along this section of Douglas Street, feel there is constant and excessive parking on this section of Douglas. Renters at 1030 Lea Street (Renfrew County Housing) are parking their vehicles in this section of Douglas Street. Renfrew County Housing does provide parking on their property for their tenants. The four property owners are concerned about parked vehicles interfering with ATV and snowmobile access to the Algonquin Trail thus causing safety issues if the vehicles have to travel in the middle of the road. Douglas Street is a permitted street for ATV's and snowmobiles.

The four property owners have indicated they are in favour of instituting a "No Parking" zone on both sides of Douglas Street between Lea Street and Boundary Road. This proposed "No Parking" zone would not permit parking at any time on this section of Douglas Street.

According to the Operations Department, the parked vehicles are causing winter maintenance issues which include reduced access and snow removal operations. The parked vehicles are also causing issues by blocking driveways and causing visibility issues when residents are backing out of their driveways especially during the winter months with snow banks.

Presently, the Parking By-law 2024-24 permits 3-hour parking during the daytime and after 6:00 p.m. parking is permitted until 8:00 a.m. except during the winter months for snow removal.

A letter was sent to Renfrew County Housing to obtain feedback about the "No Parking" proposal.

Secondly the City has received many complaints from drivers about the Parking By-law which states that no person shall park a vehicle opposite or in front of/blocking a public or private lane or driveway way. If a street permits parking, then parking can be limited since the existing by-law restricts parking opposite a driveway.

This section regarding parking on the opposite side of the roadway across from a driveway as been in the Parking By-law for decades. There should be no issues exiting a driveway if



there is a vehicle parked on the opposite side of the road. The road is typically wide enough to accommodate a vehicle exiting a driveway without the parked vehicle obstructing access from a driveway.

By-law Enforcement staff have reviewed other municipal parking by-laws and found that most municipalities do not include parking across from a driveway as a by-law contravention.

Upon reviewing many municipal parking by-laws, including Barrie, Brockville, Cornwall, Gananoque and Renfrew, many municipalities do not prohibit parking across from a driveway. Therefore, based on the above information, the proposed amendment for parking near driveways should read as follows:

No person shall park a vehicle in front of or within a portion of the entrance of a public lane or private driveway so as to prevent ingress or egress to or from such lane or driveway.

This revised working would give the By-law Enforcement Officers some discretion when investigating if the manner of parking is obstructing a driveway. Should committee proceed in the endorsement of the recommended amendments a by-law will be prepared for the August 12, 2025 Council meeting.

Alternatives Considered:

Options considered for “No Parking” on Douglas Street are as follows:

- 1) Leave parking as is
- 2) Limit parking during the winter months as this cause issues with the Operations Department and snow removal. No parking on both side of Douglas Street between November 1st and April 30th.
- 3) Create a “No Parking” zone on Douglas Street between Lea Street and Boundary Road.

Options considered for the “No Parking across from a driveway” are as follows:

- 1) Leaving parking by-law as is
- 2) Remove the section from the by-law and allow parking across from a private driveway or public lane.

Staff is recommending Option #2 for the “No Parking” request on Douglas Street. The concerns from the Operations Department are winter related and also snowmobiles are much lower than ATV’s so there is more of a safety concern with snowmobiles and parked cars.



Staff is recommending Option #2 for the no parking across from a driveway. This will permit more on-street parking and typically does not cause an issue for motorists backing out of a driveway.

Strategic Plan Impact:

N/A

Attachments:

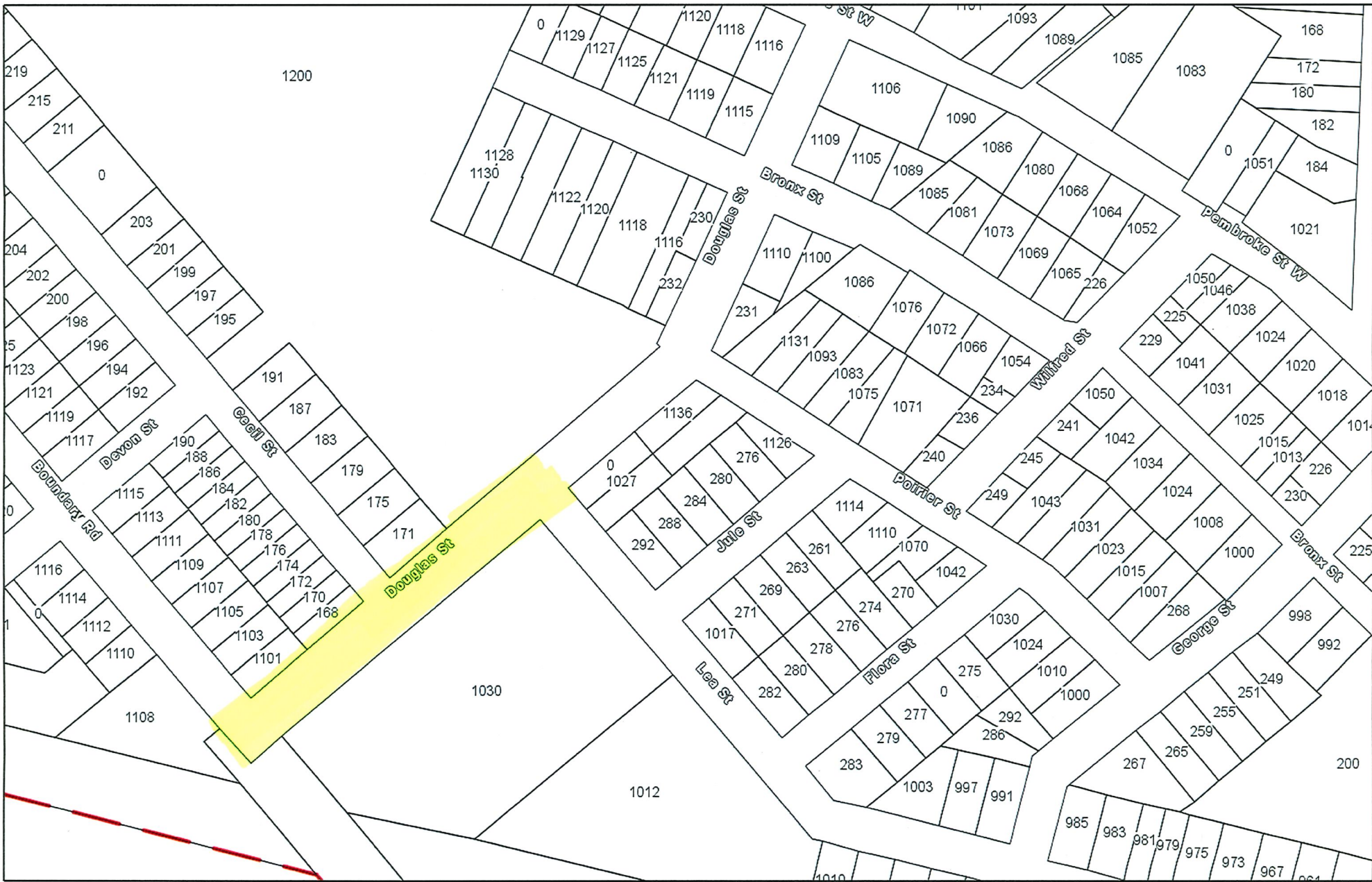
Douglas Street Petition Cover Page (the signature page has been distributed to Council under separate cover).

Respectfully submitted,

Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

"No Parking" During Winter Months on Douglas Street

Jul 8, 2025



Scale 1: 2,500



PETITION FOR NO PARKING

Requesing signs for no parking,from Boundry Road,Douglas Steet, to Lea Street and Douglas Street.Vehicles that are parked there belong to renters at housing.Our concern as tax payers,is that vehicles that are parked there year round are interfearing with ATV'S and Snowmachines for the trail.As taxpayers it is very, very dangerous as drivers have to travel on the center of the road.Also since the sub division is opened,(Lapoint Sub Division) there will be heavy trafic with big trucks.

Thank-You
Best Regards



Committee Report

To: Mayor Ron Gervais
Combined Committee

From: Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department

Date: 2025-07-15

Subject : Ottawa River Transit July Update and Fare Bundling

Recommendation:

That Committee:

- Approve an institutional discounted fare as presented in this report.

CAO Review :

I concur with the recommendations of this report.

David Unrau, P.Eng., PMP

Financial Comment:

- The recommended reduced institutional fares fits within the City's current budget estimates.
- The revenue impact of potential fare discounts is noted in the table below

Table 1: Impact of Fare Discounts

Number of Tickets	\$5 Fare	Proposed Bulk Fare	\$ Amount Difference
50	\$250	\$250	\$0
100	\$500	\$475	\$25
250	\$1,250	\$1,150	\$100
500	\$2,500	\$2,200	\$300
1,000	\$5,000	\$4,250	\$750

Angela Lochtie
Treasurer/Deputy Clerk



Background:

The City's on-demand transit service is set to launch August 5, 2025. By-laws have been included in the Council agenda to:

- Amend the City's agreement for the Handi-bus.
- Adopt fare and other transit policies.

A media event is being planned for July 31st at 10am at Algonquin College Commons to support the launch of this new service. All are invited to attend.

Discussion:

The City's project management firm, Left Turn Right Turn (LTRT), is recommending an institutional fare structure for key stakeholders which could include the School Boards and the County. Feedback and approval from Committee is required to proceed. Both groups have indicated interest in this new transit service in Pembroke. See attached report from LTRT for more information on this proposal.

Other information presented in the transit-related by-laws included in tonight's Council agenda are based on previous discussions with Committee. In addition:

- It is recommended that the city's Transit Liaison be given the authority to amend the (non-financial) portion of the transit policy to be able to quickly adapt to feedback, particularly at service launch, with CAO approval.
- The Transit Liaison be permitted to offer fare promotions to encourage sign up and use of the new service as part of the transit budget for advertising and promotion (example: first ride is free if you create a Blaise account in the next week).

Alternatives Considered:

Committee & Council could decide to offer institutional bundling without a discount.

Strategic Plan Impact:

These recommendations support the strategic plan direction to develop and maintain critical partnerships with other stakeholders.

Attachments:

Annex A – LTRT Institutional Bundling Report

Respectfully submitted,



Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department

ORTC Institutional Ticket Bundling Program

As a new transit service, ORTC will be seeking to root itself in the community from day one. Over the past few months, the City of Pembroke has had numerous discussions with local businesses, employers, and community groups to gauge their interest in the service. These groups, including Pembroke Regional Hospital and the Renfrew County Joint Transportation Consortium, have shown interest in purchasing tickets in large quantities and distributing them to their constituents (employees, visitors, students, etc.).

Therefore, it is proposed that ORTC will oversee an Institutional Ticket Bundling Program that provides tickets at a discounted rate for local businesses and community organizations that operate within the City of Pembroke. Beyond increasing ridership, the goal of this program will be to:

- Develop habits for transit usage among residents
- Leverage local businesses and employers to become distribution and promotional partners
- Seek community buy-in by showing the community that the City values partnerships with local institutions

Similar ticket discount programs are in operation in other cities across Canada. For instance, Halifax Transit introduced in 2021 a variety of discounted transit fare programs including:

- SmartTrip Program: A 25% discounted rate on annual passes for employees of participating employers.
- Non-Profit Organizations and Registered Charities Transit Fares Program: Discounted tickets for non-profits and charities in the Halifax Regional Municipality area
- Event Transit Fare Program: A discount per ticket cost of \$1 (minimum 100 tickets) to be distributed for attendees of large events.

The City of Edmonton also provides an employee discount fares program, ETS@Work, where eligible employees can save up to 24% off the standard adult fare. Prior to transitioning to fare free for students under 19 years old, Oakville Transit offered a 30% discount to local school boards to bulk purchase tickets for their students. Additionally, Codiac Transpo in Moncton provides the option for event organizers to purchase tickets in bulk at increasing discounts based on the volume (i.e., the discount for purchasing 300 tickets is greater than purchasing 100 tickets).

Finally, the City of Winkler in Manitoba has developed a similar voucher program for qualifying community groups within the municipality for their newly launched on-demand transit pilot. While City staff oversee the program, much of the administration is the responsibility of the participants. Like the City of Pembroke, Winkler's service is provided by the same booking and scheduling software contractor (Blaise Transit). Initial discussions with Blaise Transit have been held to confirm the feasibility of administering a similar program to the one offered in Winkler.

Pricing

Any interested party wishing to purchase, shall contact the City's Transit Liaison for pre-approval. Applicants must fill out a form that provides sufficient evidence that they operate within the City of Pembroke and intend to offer the tickets to their constituents.

While the programs described above offer discounts up to 30%, the maximum discount was set to 15% for the City's Institutional Ticket Bundling Program to balance between cost effectiveness for the pilot and a tangible discount for interested organizations. As part of the pilot, the City shall seek to review the success of this program towards the end of the first year (Summer 2026) and adjust accordingly.

Institutional Pricing will require a minimum purchase of 100 tickets, which will be discounted up to 15% based on the number of tickets purchased as shown in the table below:

Tickets Purchased	Discount Amount	Cost per Ride
100 - 249	5%	\$4.75
250 – 499	8%	\$4.60
500 - 999	12%	\$4.40
1,000+	15%	\$4.25

A Ticket Bundle purchase would operate similarly to a gift card. The tickets purchased cannot expire, however the value of the tickets will be affected by any future change to a one-way adult fare. For instance, a purchase of 100 rides will hold a value of \$500 at launch, however a future increase to \$5.25 to a one-way fare (for example), would result in a decrease in the number of rides.



Committee Report

To:

Combined Committee

From:

Brian Lewis, Director
Operations Department

Date:

2025-07-15

Subject : **Forced Road Sidewalk Construction**

Recommendation:

That the City of Pembroke Combined Committee approves the following:

1. Allocation of \$25,000 from the Sidewalk Reserve for the construction of a sidewalk on Forced Road.
2. Re-allocation of the anticipated \$11,000 in surplus funds from the 2025 Capital Sidewalk program to the Forced Road sidewalk construction.

CAO Review :

The CAO concurs with the recommendation of this report.

David Unrau, P.Eng., PMP

Financial Comment:

- As part of the 2025 Capital Budget, an allocation of \$25,000 was made to a newly established reserve for the construction of sidewalks in current underserved areas.
- The anticipated cost of the sidewalk construction recommended is approximately \$35,000 including net HST and would be completed as part of the Stuart Street Reconstruction contract previously awarded.

Marsha Hawthorne
Purchasing Manager/Deputy Treasurer for:

Angela Lochtie
Treasurer/Deputy Clerk

**Background:**

- The reconstruction of Stuart Street is underway with the reconstruction of sidewalk from Forced Road to the former Steel Street and new sidewalk from the former Steel Street to Third Avenue.
- Presently, Forced Road only has sidewalk on the east side from Pembroke Street West to just north of the Algonquin Trail crossing.

Discussion:

- The addition of sidewalk on this section of Forced Road would provide for a contiguous sidewalk from Mary Street and Third Avenue to Lea Street, Pembroke Street West (Riverside Park area) and the Algonquin Trail.
- Previously, pedestrians tended to use an informal desire path through vacant property between Mary Street and Forced Road, however those lands are now being developed for residential use and the path will no longer be available.
- The sidewalk would be monolithic with a curb to improve road drainage and assist in protecting pedestrians.

Alternatives Considered:

- Complete the construction in 2025 utilizing the funds from the sidewalk reserve and surplus funds from the sidewalk program.
- Complete the construction in 2026 with funding to be allocated in the 2026 budget cycle.
- Hold sidewalk construction for a future year with funding allocated at that time.

Strategic Plan Impact:

Although not a specific Strategic Plan item, it is the City's wish to improve walkability of the municipality systematically, and to promote contiguous pedestrian travel and expand sidewalks to underserved areas.

Attachments:

Forced Road Sidewalk Construction PDF

Respectfully submitted,

Brian Lewis, Director
Operations Department

Forced Road Sidewalk Construction



Scale 1: 2,000





Committee Report

To: Mayor Ron Gervais
Combined Committee

From: Brian Lewis, Director
Operations Department

Date: 2025-07-15

Subject: Dickson Street Watermain Replacement-Tender Contract No. 24-2928-01

Recommendation:

That the Combined Committee endorse and recommend to Council approval of the following:

- That the Dickson Street Watermain Replacement Contract No. 24-2928-01 be awarded to 902474 Ontario Limited, O/A Do-All Construction in the amount of \$580,782.75 plus HST; being the lowest responsive and responsible bidder; and
- Approval of additional expenditures in the amount of \$50,000.00 for a contingency allowance; and
- That the budget shortfall of \$132,827.33 be funded from reallocated funds from Watermain Valve Replacements, Water Distribution System Pipe Rehabilitation and Alfred Street East Resurfacing, which have a combined budget of \$200,000; and
- The total value of the recommendations equal \$630,782.75 plus applicable HST.

CAO Review :

The CAO concurs with the recommendation of this report.

David Unrau, P.Eng., PMP

Financial Comment :

- As part of the 2025 Capital Budget, a budget of \$585,000 was identified for the Dickson Street Watermain Replacement plus the sidewalk.
- The City's portion of the project costs as tendered for the Dickson Street Watermain Replacement, including contract administration, construction, additional expenditures and net HST total \$717,827.33.



- This represents a budget shortfall of \$132,827.33 which can be funded using reallocated funds from Watermain Valve Replacements, Water Distribution System Pipe Rehabilitation and Alfred Street East Resurfacing which have a combined budget of \$200,000. The Alfred Street East Resurfacing surplus will fund the roads and sidewalk portion of the noted shortfall.
- The above includes the award of Contract Administration Services to Egis Canada Ltd. based on the quoted values submitted in their design and contract administration proposal.

Marsha Hawthorne
Purchasing Manager/Deputy Treasurer
for:

Angela Lochtie
Treasurer/Deputy Clerk

Background:

- The contract was publicly advertised and tendered with four (4) bids received.
- Tenders were opened after 2:00:59 p.m. on Thursday, July 10, 2025, and were evaluated by the City's Purchasing Manager/Deputy Treasurer and Manager of Operations.
- Egis Canada Ltd., the design consultant for the project, reviewed and analyzed the bids.
- Tenders were opened publicly and broadcast virtually with bidders in attendance. All bidders were provided with unofficial bid opening results following the tender opening.
- Bids were received as follows:

902474 Ontario Limited O/A Do-All Construction	\$580,782.75	
McCrae Excavating	\$624,400.00	
Cavanagh Construction	\$780,000.00	
Bonnechere Excavating Inc	\$924,303.11	

- The date of completion for this project is October 10, 2025.

Discussion:

- The watermain on Dickson Street has unknown flow restrictions points causing issues with the delivery of the required demand of water. The age and material of the existing pipe is also causing staining of the water and difficulties maintaining residual levels without a significant flushing program being completed by Operations staff.



- This project is the first phase of the eight (8) phase River Road Catchment Area Watermain project to improve and protect water supply and needs to be completed in advance of an upcoming phase on River Road in advance of the Connecting Link Road Rehabilitation projects on River Road.
- Two previous watermain projects on River Road have been completed in preparation for the catchment area project.

Alternatives Considered:

- Not award this tender and reassess for the 2026 budget cycle.
- A delay in the watermain replacement poses a strong risk that costs will increase based on current market conditions and restarting the procurement process. Deferring would delay future phases of the project and threaten the completion of the Provincially funded Connecting Link Rehabilitation projects.

Strategic Plan Impact:

- In keeping with the strategic plan for the City with infrastructure and facility renewal with the replacement of our aging infrastructure limiting disruption to users of the water distribution system.

Attachments:

- N/A

Respectfully submitted,

Brian Lewis, Director
Operations Department



Committee Report

To: Mayor Ron Gervais
Combined Committee

From: Brian Lewis, Director
Operations Department

Date: 2025-07-15

Subject : Waste Management Curbside Collection Contract Extension

Recommendation:

That the City of Pembroke Combined Committee endorse and recommend to Council approval of By-law 2025-58 for the extension of the service contract with Miller Waste Systems Inc. for the collection and transportation of garbage, recyclables from non-eligible sources, source separated organics and yard waste for the period of April 1, 2025, to March 31, 2027.

CAO Review :

The CAO has reviewed the report and concurs with the recommendation.

David Unrau, P.Eng., PMP

Financial Comment:

Based on the City's 2024 tonnage numbers, the City should see a reduction in expenses (credit), as discussed at the February 18, 2025 Committee meeting on Blue Box Transition, of approximately \$162,000.00 at the end of 2025. This is due to the City not paying for the collection of recycling materials, except for non-eligible sources, with the responsibility now on the producers. Using this credit to offset the increase in waste collection costs for 2025, the City should see a year end surplus of roughly \$16,800.00 for 2025. These funds could be transferred to reserves to help offset the collection fee increases for 2026 and reduce rate increases to residents.

Based on the new rates, the City will be required to increase individual curbside unit waste collection in the magnitude of \$14.41 - \$16.87/unit (9.1% - 10.7%) for the 2026 budget year. It has been several years since the City has increased the curbside collection rates to ratepayers. Additionally, recycling collection fees for non-eligible sources will still need to be



developed, although the Province continues to discuss potential amendments to the Blue Box recycling program.

Marsha Hawthorne
Purchasing Manager/Deputy Treasurer for;

Angela Lochtie
Treasurer/Deputy Clerk

Background:

This report is an update to the report presented to the Operations Committee on March 18, 2025.

Over the ten (10) year term of this contract, the annual CPI has not kept pace with inflation which has had a significant impact on Miller Waste's costs. Additionally, due to Provincially mandated changes to the Blue Box recycling program, curbside collection is moving to single stream collection for waste pickup.

Miller Waste's pricing increases for this extension are as follows:

Material	Annual Rate per Tonne				2026 Increase	Overall Increase
	2024 Rate	2025 Rate	2025 Increase	2026 Rate		
Organics	\$180.60	\$191.95	6.28%	\$197.12	2.69%	9.15%
Leaf & Yard Waste	\$162.83	\$162.83	0.00%	\$166.90	2.50%	2.50%
Landfill	\$140.95	\$159.52	13.17%	\$197.12	23.57%	39.85%
Large Item	\$82.98	\$325.60	292.38%	\$333.74	2.50%	302.19%

The present contract with Miller Waste Group expired on March 28, 2025 but has the option of up to two (2) additional one (1) year terms, which the partner municipalities are utilizing. The partners have been working with Miller over the last several months to navigate the changes to the collection program based on transition and to negotiate a fair rate schedule.

Discussion:

The municipal partners group had agreed to the 2025 proposed Miller rates and were negotiating a 2025/2026 blended rate, however due to the transition to single stream collection and Provincial changes to the recycling program, a blended rate could not be obtained. The partners then negotiated a full 2 year extension, securing rates through the first quarter of 2027 to delay future anticipated increases.



The municipal partners are working together on the procurement process for a new curbside collection contract that will align with the Province's new recycling program and the needs of the users.

Alternatives Considered:

None, as previous direction was to extend the curbside collection contract.

Strategic Plan Impact:

The extension of this contract will be the continuance of a current program.

Attachments:

By-law 2025-58

Respectfully submitted,

Brian Lewis, Director
Operations Department

Corporation of the City of Pembroke

By-law 2025-58

Being a By-law to Amend By-law 2015-15, Being a By-law to Authorize the Execution of a Service Contract with Miller Waste Systems Inc. for the Collection and Transportation of Garbage, Recyclable Material, Source Separated Organics and Yard Waste

Whereas the Council of the Corporation of the City of Pembroke deems it expedient to extend the service contract for the collection and transportation of garbage, recyclable material, source separated organics & yard waste in the City of Pembroke;

And Whereas Section 11(1) (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes single tier municipalities to pass by-laws respecting waste management;

And Whereas the Council of the Corporation of the City of Pembroke deems it advisable to extend the term of the current service contract with Miller Waste Systems Inc. for Two (2) Additional One (1) Year Terms, from April 1, 2025 to March 31, 2027;

Now Therefore the Council of the Corporation of the City of Pembroke enacts as follows:

1. That the Mayor and Clerk be, and they are, hereby authorized and directed to execute on behalf of the Corporation of the City of Pembroke the extended service contract attached hereto as Appendix "A" with Miller Waste Systems Inc. for Two (2) Additional One (1) Year Terms, from April 1, 2025 to March 31, 2027
2. That Appendix "A" attached hereto, is deemed to form part of this by-law.
3. That this by-law shall come into force and take effect following third reading.

By-law read a first and second time this 15th day of June 2025.

By-law read a third time and passed this 15th day of June 2025.

Signature of the Mayor

Signature of the Clerk

Appendix “A” to By-law 2015-15
Amended by By-law 2025-58 on June 15, 2025

1. That Section 1 of Appendix “A” to By-law 2015-15 be amended by revising the following definitions:

“1. Definitions

- 1.1 “Collectible Waste” is defined in the applicable Waste Collection By-laws as may be amended from time to time. For the purposes of this contract extension, Collectible Waste is also defined to include Garbage, Large (bulky) Items, Source Separated Organics, and Yard Waste. Collectible Waste also includes Recyclable Material collection for designated properties that are not considered “eligible sources” as defined in *Ontario Regulation 391/21: Blue Box*.

“Recyclable Material” is defined in the municipal Waste Collection By-law as amended from time to time. Recyclable Material is also considered “blue box material” as defined in *Ontario Regulation 391/21: Blue Box*.”

2. That Section 5 of Appendix “A” to By-law 2015/15 be amended by adding thereto the following section:

“5. Contract Duration

- 5.4 The Municipality and the Contractor have agreed to extend the term of the contract for Two (2) Additional One (1) Year Terms, from April 1, 2025 to March 31, 2027.”

3. That Section 25 of Appendix “A” to By-law 2015/15 be amended by revising the following:

“25. Charges and Payment

- 25.3 The Contract Price shall apply without adjustment under this provision from the Commencement Date and thereafter shall be reviewed for the first time on the second year of the Contract (January 1, 2017) and again on each subsequent January 1, **excluding January 1, 2026 and January 1, 2027**. On each such date, the unit prices for the Services shall be adjusted based on the Ontario Consumer Price Index – all Items (CPI) as published by Statistics Canada for the previous twelve (12) months (“Escalation Factor”).”

4. The Schedule 1 Services of Appendix “A” to By-law 2015/15 be amended by revising the following:

“1. Summary of Services

- 1.19 The Contractor shall provide unlimited collection of Recyclable Material from designated properties that are not considered “eligible sources” as defined in *Ontario Regulation 391/21: Blue Box*.

- 1.19.1 The Contractor shall provide unlimited collection of Compostable Material from single family dwellings, multi-residential, and designated IC&I locations.

4. Collection of Recyclable Material

- 4.1 The Contractor shall provide unlimited curbside Collection of Recyclable Material for designated properties that are not considered “eligible sources” as defined in *Ontario Regulation 391/21: Blue Box*, on alternating weeks as per the current collection calendar.

- 4.3 The Contractor will collect Recyclable Material from the designated Central Business Districts on alternating weeks as per the current collection calendar.

- 4.4 Strike out and remove.

- 4.5 The Contractor will accommodate the use of lids and nets used by designated properties that are not considered “eligible sources” as defined in *Ontario Regulation 391/21: Blue Box* to cover Recyclable Material.

- 4.9 Strike out and replace with:

During the Transition Period (April 1, 2025 to December 31, 2025) the Contractor will maintain records of the number of eligible stops/pickups and the number of non-eligible stops on each route collected and the tonnages assigned to eligible “blue box material” and non-eligible “Recyclable Material” will be allocated based on the percentage of the number of stops each.

The formula to calculate the tonnage of non-eligible Recyclable Material is: (i) the total tonnes of all Recyclable Material collected, divided by (ii) the total number of Stops for Eligible sources, plus the total number of Stops for Non-Eligible sources, multiplied by (iii) the total number of Stops for Non-Eligible sources, multiplied by (iv) the Blue Box Material Processing Rate.

Formula:

$$\frac{\text{(i) Total Monthly Tonnage}}{\text{(ii) \# Elig. Stops} + \text{\# Non-Elig. Stops}} \times \text{(iii) \# of Non-Elig. Stops} \times \text{(iv) Processing Rate}$$

4.10 Strike out and replace with:

The Contractor will haul the Recyclable Material to a receiving facility ("RF") designated by Circular Materials Ontario ("CMO") under the Extended Producer Responsibility program. Upon receipt of the Recyclable Material at the RF, ownership of such material shall transfer to CMO. Any revenues received for the Recyclable Material processed and sold for downstream use shall remain with CMO.

4.11 Strike out and replace with:

During the Transition Period (April 1, 2025 to December 31, 2025) the Municipality agrees to pay to the Contractor the processing rate of \$205.00 per metric tonne, based on the tonnage of non-eligible Recyclable Material as calculated in accordance with Section 4.9, as invoiced by CMO to the Contractor."

5. That Schedule 2 Charges of Appendix "A" to By-law 2015/15 be amended by revising the following:

"Charges for services provided by the Contractor from April 1, 2025 to December 31, 2025:

Service	Frequency	Unit Price
Garbage	Every other week.	\$159.52 per MT
Source Separated Organics	Every other week November through April, and every week May through October in the Town of Petawawa. Every other week October through May, and every week June through September in the City of Pembroke. Every other week October through May, and every week June through September in the Township of Laurentian Valley.	\$191.95 per MT
Yard Waste	Two (2) alternate weeks over April and May and three (3) alternate weeks over October and November as scheduled by the Municipality.	\$162.83 per MT
Christmas Trees	Once per year in the Town of Petawawa.	\$3,120.67 per MT

Large (bulky) Items	Two (2) times per year as scheduled by the Municipality.	\$325.60 per MT
Recyclable Materials (designated properties that are not considered “eligible sources” as defined in <i>Ontario Regulation 391/21: Blue Box</i>)	Every other week.	\$167.61 per MT

Charges for services provided by the Contractor from January 1, 2026 to December 31, 2026

Service	Frequency	Unit Price
Garbage	Every other week.	\$197.12 per MT
Source Separated Organics	Every other week November through April, and every week May through October in the Town of Petawawa. Every other week October through May, and every week June through September in the City of Pembroke. Every other week October through May, and every week June through September in the Township of Laurentian Valley.	\$197.12 per MT
Yard Waste	Two (2) alternate weeks over April and May and three (3) alternate weeks over October and November as scheduled by the Municipality.	\$166.90 per MT
Christmas Trees	Once per year in the Town of Petawawa.	\$3,120.67 per MT
Large (bulky) Items	Two (2) times per year as scheduled by the Municipality.	\$333.74 per MT
Recyclable Materials (designated properties that are not considered “eligible sources” as defined in <i>Ontario Regulation 391/21: Blue Box</i>)	Every other week.	To be negotiated.

Charges for services provided by the Contractor from January 1, 2027 to March 31, 2027:

Service	Frequency	Unit Price
Garbage	Every other week.	\$197.12 per MT + CPI
Source Separated Organics	Every other week November through April, and every week May through October in the Town of Petawawa. Every other week October through May, and every week June through September in the City of Pembroke. Every other week October through May, and every week June through September in the Township of Laurentian Valley.	\$197.12 per MT + CPI
Yard Waste	Two (2) alternate weeks over April and May and three (3) alternate weeks over October and November as scheduled by the Municipality.	\$166.90 per MT + CPI
Christmas Trees	Once per year in the Town of Petawawa.	\$3,120.67 per MT
Large (bulky) Items	Two (2) times per year as scheduled by the Municipality.	\$333.74 per MT + CPI
Recyclable Materials (designated properties that are not considered "eligible sources" as defined in <i>Ontario Regulation 391/21: Blue Box</i>)	Every other week.	To be negotiated.

”

6. That the remaining unaltered sections of Appendix “A” to By-law 2015/15 shall continue to be in full force and effect until the contract end date of March 31, 2027.

In witness thereof, the parties hereto have executed or approved this contract extension agreement, as detailed in By-law 2025-58 which amends By-law 2015-15, on the dates below their signatures.

The Corporation of the City of Pembroke

Ron Gervais, Mayor

Victoria Charbonneau, Clerk

Date

The Contractor

Miller Waste Systems Inc.

Signature

Print Name

Print Title

Date

Signature

Print Name

Print Title

Date